



Indiana Department of Education

SUPPORTING STUDENT SUCCESS

TO: Nonpublic School Principals

FROM: Debra Hineline, Director
Office of Financial Management, Analysis, and Reporting

RE: 2007-2008 School Textbook Reimbursement Supplemental Claim Submission

DATE: March 19, 2008

The appropriation for Textbook Reimbursement was not fully expended with the Fall Reimbursement Program. Therefore, according to I.C. 20-33-5-10, **ACCREDITED or ACCREDITATION SEEKING** non-public schools may make a supplemental request for reimbursement for students who became eligible after the October 31, 2007 submission. Eligible students are those who meet the financial guidelines for the federal free or reduced price meals and milk programs (regardless of whether your school offers these programs.) Remember, the textbooks for which you are claiming reimbursement must appear on the State Adoption List to be eligible for reimbursement. You can find the official adoption list at the following web link: <http://ideanet.doe.state.in.us/olr/textbook/welcome.html>

The process for submitting the supplemental textbook reimbursement information for the 2007-2008 school year is the same procedure followed in the fall submission. All student data is submitted through the STN Application Center prior to the submission of the supplemental claim form (also processed through the STN Application Center.) Please read the following instructions completely before attempting to submit the required information.

Since this is a supplemental claim for students eligible after October 31, 2007, there will be NO student information to download for this submission; however you will need to create a new file to upload through the STN Application Center or manually input the data directly into the input form on the STN Application Center.

SUPPLEMENTAL TEXTBOOK REIMBURSEMENT SUBMISSION INSTRUCTIONS FOR THE 2007-2008 SCHOOL YEAR

All student data must be submitted prior to the completion of the Summary Claim Form - no exceptions!

The data layout for the submission of the individual student data is posted in the Application Center. Follow the link http://www.doe.state.in.us/stn/pdf/textbook_reimbursement.pdf

Once a new data file has been created (according to the data layout specifications,) submit the student information file through the STN Application Center under the Data Transfer menu. Select the File Transfer option. Browse your computer for the location of the saved student data file and select that file. Select File Type, which in this instance will be Textbook Reimbursement. Next, select the File Format of the saved file (Comma Delimited, Positional, or XML) and click the Transfer Data button.

Check the results of your file transfer in order to verify that the file processed correctly. If errors or inaccuracies are reported under the file transfer option, you must correct the data and resubmit the file. If a student appears on the list in error, contact the Department to have the student removed. (Submitting a new file without the student does not remove the student from our database.) **NOTE: a supplemental textbook claim form cannot be submitted until you have completed the student information submission!** Once the student data has been submitted, the information for student counts is pre-populated in column 2 of the claim form.

For schools reporting only a few students, you may use the data input option from the STN Application Center using the following navigation:

Data Transfer > Input Form > Textbook Reimbursement Input

Choose your school from the drop-down menu, and then click the grey LOAD SCHOOL button. Scroll down to the input screen and begin entering your data. Note that any field with an asterisk is a required field. You must provide a Foods Stamp Number, a TANF number, or a Social Security Number for the adult member of the household or the student data will not be accepted. The only exception is if the parent is not a citizen of the United States and does not have a social security number. If this is the case, select the YES button for the question "No SSN."

Verify all student data (loaded file or manual submission) and if correct, you can begin filling in the textbook claim form.

Once all students have been uploaded or manually entered into the STN Application Center, complete the Textbook Reimbursement Claim Form using the following navigation:

Data Transfer > Input Form > Textbook Reimbursement Claim Form

Select the year 2008 from the drop-down menu. Choose your school from the next drop-down menu, and then click the grey LOAD School button. Then click the grey Textbook Summary Claim Form button. Once the form opens you will notice that column 2 (the number of students by grade level) has been pre-populated with the student data submitted.

You will need to input the TOTAL cost of textbooks (column 3) and workbooks costs (column 4) into the claim form by grade level. **The application does not take the cost for one**

student's textbooks or workbooks and extend the total for you! After completing all required data, click the Submit Claim button. This action submits the claim form to the Department. A message will appear providing the option to review and make changes to the completed form. To review and make changes, click the Display Completed Form. Revise any information regarding costs and resubmit the form.

If you find that you need to include additional students, you can revise the claim form following the steps listed above.

NOTE: you may go into the form and submit new cost information as many times as necessary to complete the application. If additional student information is submitted you will need to revise the appropriate cost(s) on the claim form. When you are satisfied with the submission, **PRINT, sign and mail a copy** of the completed form to the address on the form. The filing process is then complete.

A sample copy of the claim form is provided as part of this mailing for use in making a preliminary calculation; however, this form will not be accepted as the final report. You must print, sign, and mail the *hard copy of the report from the STN Application Center* in order to complete the process.

In order to be guaranteed some level of reimbursement, the claim **must be submitted between April 1, 2008 and April 30, 2008.** Web submission will turn off at midnight on April 30, 2008, so please make sure the data is entered before that time. This is a statutory deadline and no exceptions will be made.

In the event the total reimbursement claimed exceeds the appropriation available, all requests will be reduced proportionately. Contact Debra Hineline at (866) 234-1414 or (317) 232-0840 if you need assistance.

Hints for successful submission:

- Verify the accuracy of your inputted student data before starting the submission of the claim form. Be sure to include only those eligible students who were not submitted in the fall 2007 submission.
- Use only the tab key to move from column to column. Do not use the enter key!
- Do not include commas or dollar signs in any values.
- Print and sign a hard copy of the claim form, then mail to the Department of Education.
- Make sure the claim form is entered in the STN Center between April 1 and April 30, 2008. No claims will be accepted after midnight on April 30th.
- Make sure the claim form is signed and mailed in order to be received by the Department of Education no later than May 9, 2008

CLAIM FORM INSTRUCTIONS

Column 2 - Number of Eligible Students ***PRE-POPULATED BASED ON STUDENT INFORMATION PREVIOUSLY SUBMITTED.***

- a. Only students who have met the eligibility criteria for APPROVED FREE OR REDUCED PRICE MEALS or APPROVED FREE OR REDUCED PRICE MILK are eligible for textbook assistance. This is true regardless of whether or not these programs are offered at your school.
- b. Each school must maintain complete and accurate information concerning the number of students determined to be eligible for assistance. **DO NOT SEND US THE LUNCH APPLICATIONS as you will be providing this information to us through the STN Application Center.**

Column 3 - Total Cost of Textbooks

- a. The cost of each textbook must be the price as listed on the official textbook adoption list(s) or the verifiable purchase price for open category textbooks. **DO NOT USE textbook rental costs or class fees of any type.**
- b. Prorate all textbooks shared by students and/or textbooks used only on a quarterly or semester basis.
- c. Kindergarten textbooks are eligible for reimbursement if the textbook is listed on the official adoption list under Grade 1, **or if it has been adopted for use by the local school.**
- d. Provide the **TOTAL COST** of approved textbooks for all eligible students at the appropriate grade level. Example: If the cost of textbooks for one third grade student is \$100 and there are 7 eligible third grade students, the total cost of textbooks is \$700.00.
- e. Textbooks which have been adopted (or waived) by the State Board of Education **and the basal textbook for approved instructional open categories** which has been adopted for use by the local school are the **ONLY** textbooks for which reimbursement may be claimed.
- f. The State does **NOT** reimburse for non-adopted computer software, supplies, supplemental materials, religion textbooks and workbooks, or class fees.

Column 4 - Total Textbook Entitlement

- a. Column 4 is the product of the total costs appearing in Column 3 when multiplied by **twenty percent (.20)** and rounded to two decimal points (.005 rounds up to .01 and .004 rounds off to .00). **This column is automatically calculated once the claim is submitted. You will have an opportunity to review and make changes as many times as necessary. The claim form is considered final only when the mailed and signed hard copy is received by the Department on or before May 9, 2008.**

Column 5 - Total Cost of Consumable Textbooks and Workbooks

- a. Consumable textbooks are those which have been adopted (or waived) by the State Board of Education as well as consumable textbooks for approved instructional open categories which have been adopted for use by the local school and used by students for no more than one (1) school year. Examples include approved primary grade math books, handwriting books, and similar textbooks.

Workbooks are printed, consumable, copyrighted materials designed to supplement and accompany textbooks used by students for no more than one (1) school year.

- b. The cost of a consumable textbook must be the price listed on the official textbook adoption list(s) or the verifiable purchase price for open category textbooks. The cost of each workbook claimed must also be a verifiable purchase price.
- c. Provide the **TOTAL COST** of consumable textbooks and workbooks for all eligible students at the appropriate grade level.

Column 6 - Total Amount Claimed (4 + 5)

- a. Column 6 is the sum of Column 4 and Column 5. This represents, by grade, the reimbursable amount. The amount is auto-calculated by the application and is populated once the completed claim form is submitted.
- b. The vertical addition of Column 6 is the Grand Total for which the school is eligible to receive monies from the School Textbook Reimbursement Contingency Fund. **This value is calculated by the program upon submission.**

FINAL CHECKS

- a. Submit the original claim form printed from the web containing the date, and signature and phone number of the preparer. Be sure to retain a copy of the claim and student data for your records.